

CITY OF SANSOM PARK

PART TIME FIRE CHIEF

JOB SUMMARY

Supervises the planning, operation and administration of firefighting, emergency medical services, fire inspections, loss prevention, life safety, and fire service activities in the city. Provides overall direction for a staff of firefighters and EMS personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Direct the administrative and operational activities of the department in the areas of fire suppression and prevention activities, which includes the emergency medical services, Emergency Management and abatement of hazardous materials spills/leaks; all facets of personnel management, policy and procedure and safety; direct and evaluate the activities of the, Fire marshal; direct city's fire defenses; respond to and take command of fire fighting personnel at major fires and other emergencies; direct the maintenance, repair, improvement, and replacement of fire fighting equipment; makes special studies for the City Administrator on various phases of departmental operations; develop and conduct training programs for fire personnel; prepare annual budget, estimate and administer the budget after adoption; represent the City at meeting and functions for the purpose of promoting fire safety. Occasionally work in an outdoor environment subject to extreme temperatures and inclement weather, and intermittent exposure to dust, fumes and loud noise intensity; maintain physical activity over prolonged time.

KNOWLEDGE, SKILLS AND ABILITIES

Five years of responsible supervisory experience in municipal fire fighting work. Abilities to plan, organize, coordinate, manage, control and evaluate the performance of personnel in both routine and emergency situations. Exhibits a thorough knowledge of the principles, practices and techniques of modern fire fighting, emergency medical service and fire prevention and the ability to apply this knowledge to varied fire control, prevention and administration problems; knowledge of modern methods of fire department administration, rules, regulations and procedures of the department; fundamentals of fire fighting and of the techniques and equipment employed; knowledge of laws, codes and regulations relating to fire fighting and fire prevention; knowledge of the operation, capabilities and maintenance of various types of apparatus and equipment used in modern firefighting. Must not pose a threat to self or others.

EDUCATION, EXPERIENCE AND CERTIFICATION

High School Diploma and Valid Texas Class B Drivers License or Class B Exempt. Must have 10 years of experience in the fire service with 5 years as a company officer or higher preferred. Be a current Texas Certified E.M.T. or higher. Hold Advanced Firefighter certification or higher with Texas Commission on Fire Protection. **TCFP Fire Instructor II Certification, TCFP Field Examiner Certification, TCFP Driver/Operator Certification, TCFP Fire Officer II Certification, TCFP Incident Safety Officer Certification. TCFP Head of Department Suppression within one year.** Associate Degree in Fire Protection Technology or related field preferred. **You can find the application for this position by following this link.**

<http://sansompark.org/2152/Employment>

CERTIFICATION

Employee Signature: _____ Date Signed: _____

Immediate Supervisor: _____ Date Signed: _____